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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transportation Motor Pool Standing Operation Procedures (SOP)

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1. REFERENCES:

- a. **AR 58-1**, Management, Acquisition, and Use of Administrative Motor Vehicles
- b. **TM 38-750**, The Army Maintenance Management System (TAMMS)
- c. **AR 385-55**, Prevention of Motor Vehicle Accidents
- d. **AR 600-55**, The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)

2. PURPOSE: To prescribe policies, procedures and responsibilities for requesting, utilizing and maintaining the Transportation Motor Pool's (TMP) Non-Tactical Vehicle (NTV) fleet of

GSA and State motor vehicles. The garrison TMC will also manage the MTC's tactical vehicles in accordance with the Army Maintenance Management System.

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3. SCOPE: This SOP applies to all units and activities using GSA and State vehicles, dispatched by the Directorate of Logistics managed Troop Motor Pool.

4. RESPONSIBILITIES:

a. In accordance with AR 58-1, the **Garrison Commander** determines the management roles and uniform procedures for the administration, maintenance, and operation of assigned vehicles.

b. Tenant organizations, commanders, and activity directors must comply with the rules and regulations outlined in AR 58-1 and this SOP.

c. The **Garrison Commander, unit commanders, and activity directors** are responsible for the safe operation, maintenance, and utilization of their assigned vehicles and will–

(1) Ensure that all vehicles dispatched to their organizations are used only for official purposes, as defined in AR 58-1, and that vehicle keys and credit cards are controlled at all times in accordance with (IAW) local Physical Security Plan.

(2) Ensure that preventive maintenance procedures are followed, especially for those vehicles on recurring dispatch.

(3) Take appropriate disciplinary action when drivers abuse/misuse vehicles.

(4) Appoint primary and alternate **Transportation Coordinators (TC)**. Appointments should be for at least one year. TCs are responsible for ensuring assigned vehicles are re-dispatched weekly, and are maintained and serviced when scheduled. The Garrison TC will also be the Fleet Manager.

(5) Permit only the unit/organization TCs to initiate requests for vehicle support.

(6) Ensure vehicles are parked in approved parking areas and are secured when they are not being used.

(7) Ensure vehicles on recurring dispatches are re-dispatched weekly IAW AR 58-1 and local policy. Vehicles are to be returned to the garrison Transportation Motor Pool (TMP) for scheduled service and maintenance on the date specified by motor pool official.

(8) Ensure that accident reporting procedures are adhered to in accordance with TMP policy.

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5. PROCEDURES:

a. The **vehicle operator** is responsible for his/her vehicle, to include its care, maintenance, and safe operation. He/she must ensure the government's vehicle is safeguarded and protected while it is in his/her possession. Each operator will:

(1) Attend operator orientation and training programs, and adhere to the rules and regulations concerning the control, security, maintenance, and recovery of NTV vehicles.

(2) Be responsible for their vehicle, to include the passenger and cargo, until commitment is officially terminated. Unless specifically authorized by the Garrison TC (Fleet Manager), you cannot drive a NTV vehicle more than 100-mile radius from Camp Roberts.

(3) Ensure that the vehicle is secured whenever it is left unattended, windows rolled up, keys removed from ignition, and doors locked.

(4) Park vehicle in authorized areas only.

(5) Adhere to good driving practices such as:

(a) Obeying all traffic signs and speed limits.

(b) Maintaining proper following distance.

(c) Obeying rules of the road, to include local traffic laws.

(d) Driving defensively.

(e) Not operating a cellular phone while driving.

(f) Not smoking in the vehicle.

(g) Not wearing earphones while driving, IAW AR 385-55, par. 2-6.

(h) Wearing seat belt at all times and ensuring that passengers do the same, IAW AR 385-55, par. 2-16.

(i) Observe environmental factors and road condition warnings as posted.

(6) Perform operator maintenance checks and services when dispatching a vehicle. See Appendix B for instructions on completing the maintenance checks and services. Log all deficiencies on GSA Form 2834 (GSA vehicles) or notify the Fleet Manager (State vehicles).

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(7) Ensure the Vehicle Dispatch Record is completed when fuel and oil is added. Annotate the ending miles and sign the record.

(8) Take immediate action to notify the Transportation Motor Pool of all accidents. Record all information using SF 91 (Operator's Report of Motor Vehicle Accident) and DD Form 518. Accident instructions are provided in the dispatch logbook. The TMP will notify the GSA Fleet Manager and the Contracting Officer when a GSA long-term assignment vehicle is involved in an accident.

(9) Notify the TMP (805-238-8280) for on-post recovery. For off-post assistance with breakdown and recovery of GSA vehicles, follow the instructions in log book (Repair and Maintenance Procedures at 888-622-6344). Wait in a safe area until help arrives.

(10) Transfer vehicle operation between drivers only when authorized on a multiple dispatch.

(11) Wash, clean, and refuel vehicle prior to returning it to the TMP.

(12) Secure vehicles in the TMP parking area and return the dispatch.

b. **Transportation Coordinator (TC)** is a designated person in an organization responsible for the care, security, maintenance, and safe operation of assigned NTV vehicles. The unit/activity Transportation Coordinator (TC) will consolidate all requests for vehicle support through the TMP, building 907, and phone 805-238-8280. The TC guide provides additional instructions and is located in Appendix C of this SOP. For 3.5 ton or larger vehicles, such as buses, make request 72 hours prior to movement.

c. **Garrison Transportation Motor Pool** will–

(1) Advise all operators, at the time of dispatch, of their responsibility to perform operator maintenance.

(2) Report violation of rules and regulations concerning NTV vehicles, through the respective transportation coordinator, to the applicable commander/directorate.

(3) Provide available transportation services to support the needs of customers. Unit and activity TCs are the only ones authorized to request vehicle support.

- (4) Ensure vehicles are serviceable and safe before dispatching them to any operator.

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(5) Ensure all drivers present a valid operator license before dispatching any vehicle. A driver who has had his or her state license revoked or suspended must also have his/her OF 346 revoked or suspended as well, IAW AR 600-55, par. 3-4.

(6) Maintain control of fuel credit cards. Advise customers about authorized credit card purchases. Report credit card loss to GSA.

(7) Provide a point of contact for GSA vehicle recovery service, and establish vehicle recovery procedures.

(8) Notify customer prior to scheduled service due date for NTV vehicles. Coordinate schedule services/maintenance. When requested, provide usage and maintenance report to the command.

(9) Notify the General Service Administration Office when a GSA vehicle is involved in an accident. Report the accident to the Contacting Officer Representative within 48 hour of the time of the incident.

6. DISPATCH PROCEDURES (STATE AND FEDERAL VEHICLES):

a. The Chief of DOL's Supply and Services Division will assign a full-time employee to act as the MTC dispatcher. The unit dispatcher may setup sub-dispatch records/ locations at the Fire Department, Security Office, and Range Control. If it is not practical to dispatch using the unit's ULL-G, a DA Form 2401 will be used.

b. The procedures to be followed when dispatching equipment is called the Dispatch Loop.

(1) The operator reports to the dispatcher. The operator must have a valid state driver's license, OF 346 (US Government Operators Identification Card) and be licensed to operate the equipment.

(2) The dispatcher verifies the driver's OF 346 and gives the operator and equipment records folder with all forms and printouts that will be needed during the mission. Both the dispatcher & operator check the dispatch for services due on the equipment. The maximum dispatch period will be weekly.

(3) The operator uses the equipment's TM to perform before-operations PMCS. Any faults the operator finds that can be repaired at that level will be repaired. Other faults, not already recorded on DA Form 2404, will be recorded on the form. Non-tactical and State owned equipment may not have a PMCS checklist, so a local checklist will be used (See TM 38-600 for guidance).

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(4) The operator or mechanic will repair faults found during before-operations PMCS, if possible. The commander or his designated representative will decide if any remaining faults will keep the equipment from being dispatched. Only the garrison commander has authority to "Circle X" NMC faults.

(5) If the equipment is ready for dispatch, the dispatcher will make the required entries on the DA Form 2401.

(6) The operator leaves with the equipment and the equipment records folder containing all needed forms and printouts. For routine (regular dispatch), the folder will contain current equipment maintenance & inspection worksheet (DA Form 5988-E – Automated), dispatch printout, SF Form 91 and DD Form 518. A during-operations check, as per the PMCS in the operator's manual or local checklist will be conducted, while the equipment is in operation, and any faults found will be recorded on the equipment maintenance & inspection worksheet.

(7) When the mission is completed (and NLT weekly), the operator performs the after-operations PMCS on the equipment and records any new faults on the DA Form 2404. If possible, the operator and/or mechanic will fix any faults. Then, the operator secures the equipment. The operator will clean the equipment and top off fluid levels (especially fuel) prior to securing equipment (in a field environment, this will be performed as conditions allow. Priority will be topping off fuel).

(8) The operator turns the equipment record folder and all forms and printouts to the dispatcher. The dispatcher looks for any unusual entries in the Remarks block that may need further action.

(9) Based on entries recorded in the Return Usage portion of the motor equipment dispatch printout, the dispatcher will update equipment/unit data: i.e., fuel added, date/time of return, and any remarks. The usage data (current or estimated miles/kilometers/hours taken from the odometer or hour meter when the equipment is returned from dispatch and any oil added during operation) will also be updated.

c. Off-post dispatches will be closely monitored by unit commanders. Operators will be given a safety briefing by their supervisor prior to leaving the motor pool. There must be two soldiers in each vehicle going off post, and the "shot gun rider" should be in grade E5 or above.

7. SECURITY:

a. Unattended vehicles will be secured at all times. All windows are to be rolled up, doors locked, and keys removed from the ignition.

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b. Vehicles parked in the TMP will be secured prior to returning the dispatch log to the dispatcher.

8. FUEL SERVICE: Fuel service is provided by fuel cards issued at the TMP.

9. MAINTENANCE:

a. In order to maintain a ready fleet, ensure the safety of personnel, and reduce operational costs, we must maintain vehicles in the highest possible state of readiness. It is the operator's responsibility to conduct before, during, and after operation maintenance checks, in accordance with the Motor Vehicle Inspection Sheet. It is the responsibility of the using unit/activity to enforce preventive maintenance procedures.

b. Vehicles that fail inspection standards will not be re-dispatched until the discrepancies are corrected.

10. RECOVERY:

a. For on-post recovery, contact the TMP at 805-238-8280. If the vehicle breaks down on-post after duty hours, secure the vehicle's keys and logbook, take them to the TMP and place them in the drop box located at the back gate. Contact the TMP the next duty day.

b. For off-post repairs/ recovery of GSA vehicles, follow the instructions in log book (Repair and Maintenance Procedures at 888-622-6344). Wait in a safe area until help arrives.

11. ACCIDENT REPORTING: Supervisors will notify the Fleet Manager (or in his/her absence, the garrison commander) immediately following an accident using a SF 91. The Fleet Manager will evaluate and prepare DA Form 190-40 and SIR as needed. He will also notify the MTC Safety Officer who will prepare the DA Form 285 (AGAR).

12. STATE VEHICLES MANAGEMENT:

a. The Fleet Manager is the primary point of contact with the State Auto Inspector regarding State vehicles.

b. The State vehicles are authorized through the State Vehicle Allowance set and administered by the State Department of General Services Office of Fleet Administration.

c. The State Auto Inspector is the Representative of the Office of Fleet Administration that deals directly with vehicles within Camp Roberts. Changes in the fleet concerning State Vehicle Allowance are requested through the Office of Fleet Administration in writing.

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d. DOL's Supplies and Storage Division (Fleet Manager) will maintain proper accountability of all vehicles, and ensure compliance of use, maintenance, and disposition guidance.

e. Dispatch Procedures:

(1) All equipment leaving the immediate control of the fleet agents for any reason will be annotated on a DA 2401 for an off-post dispatch.

(2) Special requirements for a travel vehicle (>100 miles) must be requested through the fleet agent from the driver with a minimum of 48 hours. The equipment or vehicle that is dispatched for off-post use will be issued a commercial credit card to cover expenses such as fuel and minor repairs (i.e., oil, belts, and hoses).

(3) If the vehicle remains within the confines of the post, each vehicle will have an on-post only fuel key card (assigned by S&S POL).

(4) Once a vehicle is issued to an operator, the operator is accountable and may become financially liable for damage which is done to a vehicle if found negligible.

f. Maintenance and Repairs:

(1) Operator's routine services are stated in Appendix B

(2) Supervisors will report NMC State vehicles to the Fleet Manager.

(3) If work is to be accomplished through commercial sources, the Fleet Manager will issue a commercial credit card to accomplish the maintenance or will exchange vehicles with the user.

(4) Repairs in excess of \$350 will be coordinated with the State Auto Inspector and validated on an OFA-6.

(5) The Fleet Manager will use a State Service Card to perform required preventive maintenance.

(6) The Fleet Manager will arrange for required services and the operators will move the vehicle to and from the vendor's location with assistance from Fleet agent.

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g. Disposal of State Vehicles:

(1) When the fleet manager determines that a vehicle is not required, he will contact the State Auto Inspector to perform a survey and determine which of the following disposal methods will be pursued: Transferred to another State agency; sold at sealed bid auction; sold for scrap.

(2) The Fleet Manager will coordinate with JFHQ-CA for disposition.

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DISTRIBUTION:

C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)

APPENDIXES

A -- Licensing Procedures for Garrison Staff

B -- Preventive Maintenance Program

C -- Transportation Coordinator Guide

LICENSING PROCEDURES FOR GARRISON STAFF

1. The minimum standards for selecting, training, testing, and licensing drivers of wheeled vehicles are contained in AR 600-55, FM 55-30, FM 21-305, and AR 385-55. Criteria for selecting, training, testing, and licensing mechanical/ ground support equipment operators are contained in AR 600-55, TB 600-1, and TB 600-2.

a. Scope: All military and DOD civilian vehicle drivers (Wheel, Track, Commercial, and equipment operators, to include forklifts and street sweepers) will have a valid military drivers license (OF 346/DA Form 5984E) when operating said types of equipment on Camp Roberts. Additionally, those personnel operating said types of equipment off Camp Roberts will possess both a valid military driver's license and the appropriate civilian driver's license.

b. Responsibilities:

(1) Commander, Camp Roberts MTC: The Commander, Camp Roberts has overall responsibility for selecting, training, testing, and licensing vehicle and equipment operators. He will appoint in writing individuals to act as instructors and examiners. Instructors and examiners must be qualified on, and licensed to operate, each type of equipment they are authorized to verify or test. This training, testing and licensing will be conducted in accordance with AR 600-55 and this policy memorandum. Licensing authority (signing of permits) is retained at the Garrison Commander, Deputy Garrison Commander, and Chief of Public Works levels unless otherwise delegated in writing.

(2) Director of Logistics: The Director of Logistics is assigned staff oversight for equipment and vehicle operator training, testing, and licensing programs.

(3) Installation Transportation Officer (TDA position):

(a) Will recommend potential instructors and examiners to the Garrison Commander, and oversee those later appointed. Instructors and examiners may or may not be members of the MTC or Camp Roberts.

(b) Issue vehicle and equipment operator's permits IAW AR 600-55. Information entered on the permit must be accurate. Strikeovers, erasures, correction fluid/tape, and obscuring or otherwise making an entry illegible are not permitted. Operator licenses (OF 346/DA Form 5984E) will be laminated for protection from normal wear and tear not before receiving a verification stamp.

(4) Squad Leaders or First Line Leaders/Supervisors:

(a) Ensure that each item of equipment has a qualified operator assigned to it and, when practical, an assistant driver/operator.

(b) Ensure personnel are trained and certified in accordance with AR 600-55 and this regulation prior to operating vehicles or equipment.

(c) Conduct annual check-rides for vehicle and equipment operators.

c. General Procedures:

(1) Supervisor identifies potential driver or equipment operator to DOL.

(2) DOL (Transportation) conducts Battery II testing if required.

(3) DOL (Transportation) coordinates training and testing with instructors and examiners.

(4) DOL (Transportation) creates records and coordinates authorization with licensing authority.

(5) Licensing authority authorizes (signs) permit.

(6) DOL (Transportation) issues permit.

d. Training and Testing:

(1) Instructors and examiners are the chief trainers and testers of their respective items of equipment. Examiners must ensure that individuals being tested were actually trained and are fully qualified to operate the specific item of equipment. Training should incorporate the safe, legal operation of the equipment on and/or off facility ground, familiarization with all equipment assemblies and components, how to perform PMCS using the appropriate operators manual, and how to properly fill out DA Form 5988-E and DD Form 1970.

(2) Applicable references:

(a) AR 385-55, Prevention of Motor Vehicle Accidents.

(b) AR 600-55, The Army Driver and Operator Standardization Program.

(c) Training Circular 21-305, Wheeled Vehicle Driver Training Series.

(d) Training Circular 21-306, tracked Vehicle Driver Training Series.

(e) FM 55-30, Army Motor Transport Units and Operations.

(f) School of Military Packaging Technology-5 (SMPT-5) Hazardous Materials Handling Course.

(g) DA Pam 738-750, The Army Maintenance Management System.

(h) FM 21-17, Driver Selection - Tracked Vehicles.

(i) Applicable Operators Technical Manual or manufacturers instructions.

(3) Training of vehicle and equipment operators will focus on both the safe operation of the piece of equipment and on the operator level maintenance of it. No one will be licensed until they demonstrate that they can safely operate the vehicle or equipment, and correctly perform Preventive Maintenance Checks and Services (PMCS) on it. The program will include, as a minimum, the following:

(a) Operator forms and records.

(b) Vehicle or equipment descriptions, limitations, and capabilities.

(c) Description and use of operator controls and indicators.

(d) Preventive maintenance checks and services (PMCS).

(e) Operation under usual, unusual, and blackout conditions.

(f) Lubrication instructions.

(g) Troubleshooting.

(h) Maintenance procedures.

(i) Operation and maintenance of auxiliary

(j) Accident reporting procedures and records

(k) Special training as required (peculiar to certain equipment).

(l) Training in transporting hazardous materials will be consistent with Code of Federal Regulations, title 49, Part 171; AR 600-55; and AR 55-355.

(m) Required safety training as a minimum will encompass defensive driving safety.

(n) Road test to include rural, built-up, and cross country driving.

(o) If the vehicle is the prime mover for a trailer, all of the above will also include the trailer.

**OPERATORS GUIDE FOR PREVENTIVE
MAINTENANCE CHECKS AND SERVICES (PMCS)
FOR ADMINISTRATIVE USE VEHICLES**

1. All inspections and services are the responsibility of the operator. Perform the before-operation checks prior to driving the vehicle, and when the operator changes. Visually perform the during-operation checks while the vehicle is being operated. The after-operation checks is done after the last mission of the day, and when the driver changes.

2. The operator should be knowledgeable of his responsibilities before operating TMP vehicles. Any deficiencies found during the inspections will be noted on the GSA Form 2834 supplied in the dispatch logbook. If any problems or questions arise concerning the inspections, they should be discussed with the dispatcher.

3. BEFORE OPERATION Checks:

- Dents, scratches, and missing parts.
- Leaks of any sort.
- The fluid levels: Oil, coolant, fuel, windshield washer, brake, power steering, and automatic transmission.
- Instruments, gages, switches, controls, and warning devices (horn).
- Windshield washer/wipers, mirrors, seat belts, window glass and defroster.
- Check the condition of the tires, spare tire, jack, and lug wrench, report any tire defects immediately to the dispatcher. Check tire condition for treads wears cuts and inflation. Check tire condition for thread wears cuts and inflation. The operator is responsible for changing the tire if the vehicle is at your place of business or off-post.
- Headlights (low and high beams), parking lights, turn signals, reflectors and emergency flashers.
- Battery to include terminals and cables. “WARNING,” never use open flames or produce sparks around batteries.
- Check the drive belts for condition and tightness.
- BUSES ONLY: Check fire extinguisher, warning triangles & rear door for opening properly.
- An Operators Guide for Preventive Maintenance Checks and Services (PMCS) and single page check list is located in each vehicle log book

4. DURING OPERATION:

- Observe all instruments, gages, switches, controls and warning devices.
- Brakes
- Clutch (if non-automatic)
- Steering
- Engine operation
- Unusual noises

5. AFTER OPERATION:

- Lights and reflectors
- Safety devices
- Fuel (refill w/ regular unleaded gas prior to returning the vehicle to the TMP)
- Drive belts
- Tire condition
- Muffler, Exhaust and Tail pipe
- Check all fluid levels (listed in item 3, before operation)
- Check for dents, scratches, and missing parts.
- CLEAN AS NEEDED

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TRANSPORTATION COORDINATOR GUIDE

GENERAL:

1. General: Camp Roberts units and activities are required to manage and control all vehicles on recurring dispatch. The transportation coordinator concept is adopted to ensure that a responsible person in each unit/activity is designated for the management, care, and proper utilization of assigned vehicles. As the Transportation Coordinator (TC) you are responsible for getting the most effective use of your assigned vehicles.

2. Vehicle Management Policy: Commanders/directors are responsible for the utilization of their assigned vehicle assets. Annual vehicle justification/requirement must be evaluated with emphasis on mission essential needs. The management and control of NTV vehicle is no longer confined to DOL. Local policy has decentralized much of the control to the using agency.

3. Transportation Coordinator Duties: The TC appointment is an additional duty. You must devote enough time to this task to effectively carry out all of your assigned duties.

Transportation Coordinator responsibilities are:

- a. Providing liaison between your unit and the TMP and serving as the focal point for all TMP vehicle matters pertaining to your unit.
- b. Controlling assigned vehicles and obtaining transport services required to meet your mission.
- c. Developing justification for the assignment of NTVs on a recurring dispatch basis, and notifying the TMP Supervisor when assigned vehicles are no longer required.
- d. Ensuring that operator inspections and services are performed. Ensuring prompt reporting of vehicle malfunctions to the TMP and ensuring that vehicles are made available for repair and service.
- e. Preventing misuse, abuse, and damage to assigned vehicles. Investigating incidents of abuse, misuse, accidents, and recommending corrective action to your commander.
- f. Ensuring that only qualified and licensed drivers operate vehicles.
- g. Utilizing qualified unit vehicle operators to train and supervise prospective vehicle operators.
- h. Arranging for the security of vehicles when not in use, and safeguarding vehicles from pilferage of gasoline, parts, and accessories.

4. Conclusion: Your close coordination with the TMP is essential for good vehicle management. You are urged to contact the TMP supervisor for assistance and guidance for all transportation matters.

TRANSPORTATION COORDINATOR LIAISON: Liaison Duty: One of your primary responsibilities is to act as liaison between your unit and the TMP. For vehicle matters, you are the single point of contact within your organization. TMP personnel will address most of their oral and written communications to you. To avoid confusion, TMP personnel will also normally insist that communications to them on vehicle matters from your unit originate or pass through your office.

CONTROL OF UNIT VEHICLES:

1. General Information: As the transportation coordinator you are responsible for vehicles on dispatched to your unit. Joint utilization of a vehicle to satisfy your unit's requirements is encouraged. You should maximize the use of your assigned vehicles before seeking additional assets from the motor pool. It is not necessary for you to personally supervise the use of each of your unit's vehicles; however, you must continuously keep your unit supervisors and operators aware of their responsibilities and conditions that affect vehicle usage. Commander's calls, general correspondence, unit directives, and spot inspections can be used for this purpose.

2. Vehicle Use Restrictions: Restrictions on the uses of NTV vehicles are in AR 58-1, paragraph 2-4. Camp Roberts and state traffic regulations must be followed.

GENERAL INFORMATION:

1. General Information: Your prime source of vehicles is unit-assigned (recurring dispatch) vehicles. The TMP has a limited number of vehicles that can be assigned for a short period of time. The prime responsibility of the TMP is to provide vehicles, bus service, and to monitor and administer the overall management of the entire vehicle fleet.

2. Bus Service: The TMP has buses assigned to support the Camp Roberts mission IAW established priorities. Bus requirements for your unit should be requested from the TMP. Maximum advance notification to the Transport Branch will help to ensure support.

HOW TO OBTAIN VEHICLES:

1. General Information: A critical part of your job is to obtain the required vehicles for your unit. Other essential transportation requirements must come from unit assigned vehicles, those on recurring dispatch to your unit.

2. How did your unit obtain the vehicles now assigned? Someone in your unit justified the vehicles in an annual vehicle justification. The authorization was then supported with the necessary vehicle and is valid for one year.

3. How do you retain your present unit vehicles? After a vehicle has been authorized, you must annually review the justification and update as needed. This updating takes place once each year. Your annual update is reviewed by DOL for approval or disapproval. If your unit has a real need for an assigned vehicle, and the need is documented by sufficient utilization, the assignment of the vehicle to your unit will continue. If the need ceases, the vehicle will be withdrawn from your unit. It is your responsibility to notify the TMP when the requirement for a vehicle no longer exists.

4. How do you obtain a vehicle for a new or increased mission need? As explained above, each vehicle requirement must be documented. The memorandum is the requesting form. The justification will probably be the only chance your unit will have to explain the need for the vehicle. Therefore, the preparation of the form is extremely important. Your justification should be concise and factual. If the need is urgent, the requesting action can be accelerated, but you must identify in writing the urgency to the DOL. If the need for the vehicle is approved, the actual assignment to your unit will depend on the availability of such vehicles from TMP assets.

VEHICLE USE GOALS:

1. Vehicle Use: The DOD has established mileage goals for certain passenger and cargo vehicles. The mileage goals are intended to produce maximum use during the vehicle's life cycle. To achieve these goals, the Army has constructed mileage goals. Poor utilization may result in withdrawal of a vehicle from your unit. Utilization will also be considered in validating your need for a vehicle.

2. Vehicle Rotation: To obtain maximum service during a vehicle's normal life expectancy and to ensure that vehicle replacement needs can be defended, vehicles must be rotated between high and low mileage users. This is done so all vehicles in the same year group will have nearly equal mileage at the end of their intended life cycle. Your unit's cooperation is required when vehicle transfers or replacement is directed.

MAINTENANCE

1. General Information: The using organization is responsible for vehicle care and maintenance of its assigned NTV vehicles. As a transportation coordinator, your responsibility is to ensure that operator maintenance is performed and that vehicles are made available for repairs and services.

2. Operator Maintenance: As the term indicates, the operator is responsible for maintaining the vehicle. Included in this level of maintenance are daily services, inspections, and reporting of discrepancies to the TMP.

3. Vehicle Maintenance Shop Services: All maintenance above operator level is the responsibility of GSA. When repairs are required, the vehicle should be taken to the TMP.

a. Scheduled maintenance: Some maintenance actions are scheduled in advance, based on the vehicle's miles, its hours of operations, or the calendar date. When requested, please ensure your vehicle is delivered to the TMP at the time designated.

b. Vehicle Lubrication: Oil changes and lubrications are done at specific intervals. Vehicles must not operate past the due date/mile for its lubrication cycle. A mechanized system is utilized to schedule lubrication. You may schedule lubrication with the dispatcher to minimize the vehicle downtime for service.

4. How well should your unit vehicles be maintained?

a. GSA has established vehicle serviceability standards. It is the job of GSA to determine repairs that are required to meet the serviceability standards. A vehicle in its sixth year of use cannot compare in operation with a new vehicle. To be operational, a vehicle must be Safe and Serviceable. Safety must never be compromised throughout the life of the vehicle. If the vehicle requires service beyond the operator's capability, the GSA Form 2834 must be properly documented and presented to the TMP, Building 907. A vehicle must be able to perform its job safely and consistently. All vehicle systems and accessories must function within their normal ranges IAW the motor vehicle operator manual.

b. The serviceability criteria for NTVs are based on:

(1) The age and mileage

(2) The purpose of its use or job it is expected to perform

(3) The remaining service life

(4) The relative value of services to be returned, in comparison with cost of renovation, replacement, or repairs

(5) The overall safe condition of the vehicle

5. Modifying GSA Vehicles: You cannot modify, paint, or affix unit signs on GSA vehicles. When modification is authorized, the GSA/TMP will coordinate the work.

6. Maintenance priority: Vehicle maintenance is done on a priority basis. Due to mission requirements, the repair of your vehicle may be delayed.

VEHICLE ABUSE AND MISUSE:

1. Transportation Coordinator responsibilities and examples of abuse: As transportation coordinator, you are responsible for preventing, reporting, and investigating vehicle abuse or misuse. Examples of misuse and abuse are:

a. Tampering with engine's governor/control

- b. Running the engines at excessive speeds
 - c. Operating vehicles with insufficient oil or coolants
 - d. Failing to report malfunctions, defects, and damages
 - e. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations
 - f. Operating vehicles in improperly selected gears. Such as lugging in high gear and shifting into reverse when traveling forward
 - g. Using the engines excessively for braking
 - a. Improperly loading or load distributing
 - i. Idling vehicle to run A/C or heater
2. Mechanical failure from other than fair wear and tear: Mechanical failures that are not the result of fair wear and tear or defective material or workmanship will be considered evidence of vehicle abuse.
 3. Vehicle Misuse: Vehicle must be used for official purposes only. We can provide guidance for specific cases where the official use is in question. In some instances, using the vehicle for purposes other than what it is designed for may be considered as misuse, such as overloading passenger compartments and transporting passengers in cargo beds under unsafe conditions.
 4. High-risk Drivers: Transportation coordinators should identify operators with a history of vehicle abuse or misuse. Operators who are classified as high risk will have their driving privileges suspended, and their OF 346 withdrawn.
 5. Reporting Misuse or Abuse: If you discover that a vehicle is misused or abused, notify both your unit commander and the TMP. The TMP will initiate the proper paperwork to document the reported misuse/abuse, and conduct an investigation to determine if any repair is warranted.

ACCIDENT INVESTIGATION AND REPORT PROCEDURES:

1. Accident Reporting: All accidents involving government equipment must be reported on SF 91. The driver of the vehicle must:
 - a. Render any possible assistance to the injured.
 - b. Warn other motorists of any existing highway hazards.
 - c. Notify civil and military police.

- d. Complete SF 91 and submit it to the TMP within 72 hours or three working days.
 - e. Comply with state and local laws governing the reporting of vehicle accidents.
 - f. If required, submit official civil reports through channels to the appropriate claims officer for review to ensure that the rights of the US Government are not prejudiced by admission of liability.
 - g. If the vehicle is operational, bring the vehicle to the TMP for inspection, otherwise, request wrecker service.
- 2. Wrecker Service: Wrecker service is available by calling the motor pool dispatcher (238-8280). Off-post wrecker services are listed in the vehicle logbook.
 - 3. Driver Statements: The drivers will NOT express opinion (orally or in writing) to the claimants or their agent as to liability, investigation findings, or the possibility of a claim approval. This procedure will afford the US Government reasonable protection against claims filed in accordance with the Federal Tort Claims Act (28 U.S.C. 2671-2680).
 - 4. Reporting When Driver Is Injured: TC is responsible for completing the SF 91 in accidents involving Government vehicles when the operator is injured to the extent that he or she is unable to fill out the SF 91.
 - 5. Accident Investigation: If necessary, the TMP will assist in preparing SF 91, Accident Reports.

MOTOR VEHICLE OPERATOR'S QUALIFICATION:

Appendix A to Camp Roberts TMP SOP.

VEHICLE SECURITY:

Security of Unit Vehicles: As a TC you are responsible for the security of your unit's vehicles. Ensure your personnel adhere to the following guidelines:

- a. When not in use, secured in accordance with AR 190-51.
- b. If the vehicle is left unattended for any reason, remove the ignition key, close the windows, and lock the doors.

CLEANLINESS OF UNIT VEHICLES:

- 1. Transportation Coordinator Responsibilities: As a transportation coordinator, you are responsible for ensuring that your unit vehicles are maintained in a clean and safe condition.

2. **Washing Facility:** A vehicle washing and cleaning facility is provided by the TMP. Wash brushes, cleaning supplies, and an industrial vacuum cleaner are available at the TMP for the vehicle operator to use.
3. **Automated Vehicle Washers:** Contact the TMP to schedule the automated vehicle washers. The manual washing facilities are available during TMP operational hours.
4. **Vehicle Waxing:** Recurring dispatch vehicles must be waxed at least twice a year to meet corrosion control and appearance requirements. The unit/activity must provide the wax.

VEHICLE REFUELING:

Refueling Vehicles: The function of the central fuel point is to furnish fuel for government owned vehicles only. To obtain fuel, the vehicle operator must have a fuel key and must follow the automated dispensing system instruction posted at the fuel point. Refueled all vehicles prior to turning them to the TMP.

TMP KEY PERSONNEL

TMP SUPERVISOR: BUILDING: 907
HOURS: 0630-1530 Monday through Friday
TELEPHONE: 238-8280

DISPATCHER: BUILDING: 907
HOURS: 0700 through 1800 Monday through Friday
TELEPHONE: 238-8280

Refer unresolved problems to the ITO TMP: Building: 907
Hours: 0730-1600 Monday through Friday
Telephone: 238-8280